



Joint Meeting of the Boards of Commissioners of Fresno Housing

November 19, 2024

4:30 P.M.

Fresno Housing

1260 Fulton St.

2nd Floor (Mosaic Conference Room)

Fresno, CA, 93721



November 2024-Joint Meeting of the Boards of Commissioners of Fresno Housing

1. Call to Order

2. Approval of agenda as posted (or amended)

The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention of the Authority after the posting of this agenda.

3. Public Comment and Presentations

This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the agenda. The public will have an opportunity to speak on each specific item of business. Comments must be delivered in person or via teleconference when prompted by the chair and must pertain to the specific item of business being heard by the Boards. At the start of your presentation, please state your name and the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.

4. Potential Conflicts of Interest

Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov. Code section 87105)

5. Governance Matters

a. CEO's Report - Presented by Tyrone Roderick Williams

CEO's Report

5

b. Commissioner's Report

6. Consent Agenda

All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissioners or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered following approval of the Consent Agenda.

a. Consideration of the Minutes of the Meeting for October 22, 2024

Joint Board Meeting Minutes-October 22, 2024

13

b. Authorization to Grant Easement to Pacific Gas and Electric Company for the Benefit of La Joya Commons Phase I

Memo: HAFC Firebaugh Family PG&E Easement

18

County Resolution: HACF Firebaugh Family PGE Easement

20

c. Approval to Accept City of Fresno American Rescue Act Funds in Place of Previous Encampment Resolution Funds for Promesa Commons

Memo: Accept City of Fresno American Rescue Act Funds in Place of Previous Encampment Resolution Funds for Promesa Commons

22

City of Fresno Resolution: Fresno Parkway General Partner, authorizing joint application for participation in the Homekey Program

24

City Resolution: Acceptance of funding from the City of Fresno to support Promesa Commons and neighborhood infrastructure improvements

26

d. Request Award of Construction Contract for Roof Replacement at Sunset Terrace	
Memo: Roofing Replacement at Sunset Terrace I	28
City Resolution: Roofing Replacement at Sunset Terrace I	30
County Resolution: Roofing Replacement at Sunset Terrace I	31
e. Consideration of the Draft 2025 Agency Calendar	
Memo: Request adoption of the 2025 Agency Calendar	32
Draft: Agency 2025 Calendar	33
f. Consideration of Increase to Pre-Development Funds for North Fulton	
Memo: HAFC N Fulton Pre-Dev Funds	34
City Resolution: HACF N Fulton Pre-Dev Funds	36
County Resolution: HAFC N Fulton Pre-Dev Funds	38
g. Authorization to Amend the HCD Homekey Standard Agreement for Parkside Inn to Include Silvercrest, Inc.	
Memo: Parkside Inn HCD Homekey Agreement Amendment	40
City Resolution: Parkside Inn HCD Homekey Agreement Amendment	43

7. CLOSED SESSION

- a. CONFERENCE WITH LABOR NEGOTIATORS
Agency Representative: Tyrone Williams, Jeff Cardell
Employee Organization: Local 521 Service Employees International Union (SEIU)
- b. PUBLIC EMPLOYEE EVALUATION
Title: CEO

8. Information Item

a. Discussion and Demonstration of the Agency Role Managing the Homeless Management Information System for the Fresno Madera Continuum of CareCoC	
Memo: HMIS System	45
Presentation: HMIS System	46
b. Update on Recent Conversation with the Department of Housing and Urban Development regarding Agency Housing Choice Voucher Shortfall into 2025	
Memo: HCV Update	51
Presentation: Housing Choice Voucher Shortfall	52
c. 2025 Budget Update - Draft #2	
Memo: 2025 Operating Budget 2nd Draft	57
Presentation: 2025 Operating Budget 2nd Draft	58

9. Action

a. Consideration of a Side Letter Agreement with SEIU	
Memo: Side Letter Agreement with SEIU	68
City Resolution: Side Letter Agreement with SEIU	70
County Resolution: Side Letter Agreement with SEIU	71

Side Letter Agreement	72
Presentation: Side Letter Agreement and Time Away from Work Policy	74

b. Consideration of the Time Away from Work Policy

Memo: Time Away from Work Policy	76
City Resolution: Time Away from Work Policy	77
County Resolution: Time Away from Work Policy	78
Final Time Away from Work Policy	79

10. Adjournment

O (559) 443-8400
F (559) 445-8981

1331 Fulton Street
Fresno, California 93721
TTY (800) 735-2929

www.fresnohousing.org

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Tyrone Roderick Williams

Chief Executive Officer

SUBJECT: CEO's REPORT

DATE: November 04, 2024

BOARD MEETING: November 19, 2024

AGENDA ITEM: 5a

AUTHOR: Various Staff

Executive Summary

The Boards of the Fresno Housing Authority have established the four strategic goals as: Place, People, Public, and Partnership. In addition, the following have been outlined as the management goals: Sustainability, Structure, and Strategic Outreach. The following report demonstrates the efforts of the Executive Leadership and Staff to progress towards the realization of these goals.

PLACE

Overview

Fresno Housing seeks to develop and expand the availability of quality affordable housing options throughout the City and County of Fresno by growing and preserving appropriate residential assets and increasing housing opportunities for low-income residents.

The matrix below outlines the Development Pipeline and status of each project.

Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	Under Construction	7521 N. Chestnut Ave. Fresno, CA	60	98%
La Joya Commons Phase I (<i>fka Firebaugh Family</i>)	Under Construction FHLB AHP Awarded	1501 Clyde Fannon Road Firebaugh, CA	68	76%
Manzanilla Commons (<i>fka Step Up on 99/Motel 99</i>)	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	76.45%
Heritage Estates (<i>fka Florence & Plumas</i>)	Under Construction FHLB AHP Awarded	146 E. Florence Ave. Fresno, CA	33	8%
Cordillera Commons Phase I (<i>fka San Joaquin Commons</i>)	Pre-Development HCD HOME Application Pending	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A
Parkside Inn/Golden State Triage	Pre-Development City of Fresno CDBG/HOME-ARP Awarded	1415 W. Olive Avenue, Fresno	39	N/A
North Fulton Development	Pre-Development IIG-C Contingent Award Pending City of Fresno Application	1302 Fulton Street, Fresno	TBD	N/A
Avalon Commons Phase II (<i>fka Chestnut/Alluvial</i>)	Pre-Development City of Fresno LHTF Awarded City of Fresno CDBG Awarded	7521 N. Chestnut Ave. Fresno, CA	45	N/A

	Pending CDBG-DR Application			
La Joya Commons Phase II (<i>fka Firebaugh Family</i>)	Pre-Development HCD HOME Application Pending	1501 Clyde Fannon Road Firebaugh, CA	TBD	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A

Project Highlights

Avalon Commons Phase I has a tentative construction completion date of November 22, 2024, with a Grand Opening to follow on December 10, 2024.

PUBLIC

Overview

Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno’s low-income residents.

Efforts are ongoing and we will report on those items as outcomes are achieved.

PARTNERSHIP

Overview

Fresno Housing seeks to collaborate to strengthen its ability to address the challenges facing Fresno communities.

Fresno Housing is exploring several partnerships in the course of pre-development activities.

Project	Organization	Role
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Project Homekey	City of Fresno Turning Point Fresno County	Partner in application to the Homekey program and operational funding to provide housing to populations most vulnerable to COVID-19

MANAGEMENT GOALS

The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decision making related to Sustainability (staffing, finances, effectiveness, evaluation, technology, facilities); Structure (governance); and Strategic Outreach (communications, image, visibility, public affairs, policy).

Human Resources

This month we facilitated the final module of the Aspire Academy for 2024. The topics during this session were "Labor and Employee Relations" and "Performance Development and Management." Participants learned about the frameworks and key concepts associated with labor and employee including, but not limited to, the importance of establishing and maintaining effective relationships. This session also emphasized the importance of establishing clear expectations, providing timely feedback and support throughout the rating period.

We conducted an initial Leadership Academy with Senior Leaders. The workshop "Inclusive and Service Orientated Leadership that Achieves Desired Results" was an interactive discussion that included important key concepts of trust, empathy and being daring leaders. As leaders identified how we can continue to grow a positive workplace culture that is supportive and allows for the achievement of effective results.

Our Safety topic for this month "Fire Safety". We have been reinforcing the basics of fire prevention and the correct use of a fire extinguisher to enable quick, effective responses in emergencies and reduce the risk of injury or property damage. The instruction provided empowers everyone to act confidently and safely when faced with potential fire hazards.

The Human Resources department is in varying stages of conducting recruitments for the job titles noted below. This month, 9 interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Senior Accountant	Both	1	Administrative Services
Communications Project Manager	Both	1	Administrative Services
Customer Service Assistant	Internal	1	Housing Choice
Assistant Project Manager	Both	1	Real Estate Development

The Human Resources Department is proud to announce the following transfer and new hires.

Type	Date of Hire	Name	Title	Department
Transfer	11/25/2024	Theresa Vasquez	Office Assistant	Housing Choice
New Hire	11/4/2024	Mikayla Vang	Property Specialist II	Property Management
New Hire	11/25/2024	Marcella Vasquez	HR Coordinator	Human Resources

Sustainability

Build and maintain an innovative, engaged, visible, and sustainable organization, committed to its mission of providing housing for low-income populations.

Efforts are ongoing and we will report on those items as outcomes are achieved.

Structure

Maintain a committed, active, community-based Boards of Commissioners.

Efforts are ongoing and we will report on those items as outcomes are achieved.

Strategic Outreach

Heighten agency visibility, facilitate community dialogue about housing solutions; and build support for the agency and quality affordable housing.

Efforts are ongoing and we will report on those items as outcomes are achieved.

Resident Empowerment

Foster Grandparents Program

Fresno EOC will be hosting a workshop educating seniors ages 55+ on a program to engage with children with developmental disabilities as paid volunteers. As a senior mentor they will provide mentorships to youth and engage with them in various activities. Informational workshops will be held at the following properties:

Linnaea Villas – Monday, November 19th at 10:00am
 Marion Villas – Monday, November 18th at 1:00pm
 Rio Villas – Tuesday, November 5th at 10:00am

Diabetes Empowerment

California Health Collaborative will be hosting a 6-week Diabetes Empowerment course, educating residents on healthy ways to live with diabetes. Resources will be provided for families to be aware of the symptoms and when to contact a medical professional. Workshops will be held at the following:

Kings River Commons – Monday, November 4th at 2:30pm
 Magnolia Commons – Monday November 11 at 11:00am
 Paseo 55 – Thursday, November 14th at 11:00am

Medication Management

A medication management course will be hosted by Commissioner Sophia Ramos at several senior housing developments. Commissioner Ramos has a 15-year career as a registered nurse which includes rotations within the cardiac floor, emergency rooms, and radiology. In this medication management class, residents will learn strategies to organize their medications effectively, ensuring they are taken as prescribed. They will also create a comprehensive, easy-to-access record of all medications, which can be shared with doctors or family members to keep them informed. Each resident will receive a pill organizer to help with daily routines and adherence.

Linnaea Villas – Saturday, November 16th at 10:30am
 Marion Villas – Saturday, December 14th at 10:30am

Thanksgiving Celebrations

Various Fresno Housing locations will be hosting Thanksgiving celebrations! These events are a wonderful opportunity to bring our community together, share a meal, and express our gratitude for the support and dedication of our residents and staff.

Date	Time	Site
Wednesday, November 13, 2024	12:00 PM	Marion Villas
Thursday, November 14, 2024	4:00 PM	Legacy Commons
Monday, November 18, 2024	12:00 PM	Villages at Paragon
Tuesday, November 19, 2024	12:00 PM	Bridges at Florence
Tuesday, November 19, 2024	12:00 PM	Renaissance at Trinity

Wednesday, November 20, 2024	12:00 PM	Linnaea Villas
Wednesday, November 20, 2024	12:00 PM	Renaissance at Alta Monte
Thursday, November 21, 2024	10:00 AM	Corazon del Valle
Thursday, November 21, 2024	12:00 PM	Renaissance at Santa Clara
Thursday, November 21, 2024	3:30 PM	Cedar Courts
Thursday, November 21, 2024	3:30 PM	Granada Commons
Monday, November 25, 2024	12:00 PM	The Arthur
Tuesday, November 26, 2024	10:00 AM	Rios Terrace/Esperanza
Tuesday, November 26, 2024	12:00 PM	Villages at Broadway
Wednesday, November 27, 2024	10:00 AM	Orchard Commons
Wednesday, November 27, 2024	12:00 PM	Promesa Commons

Finance and Accounting

Efforts are ongoing and we will report on those items as outcomes are achieved.

Innovation Technology and Information Systems

Efforts are ongoing and we will report on those items as outcomes are achieved.

Property Management

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 10/01/2024-10/30/2024			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1390	38	96.76%
COUNTY OF FRESNO			
County of Fresno	1374	50	96.21%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	194	101	47.93%

Hold/In Construction	0	0	0%
----------------------	---	---	----

Property Management

On November 13 and 14, our Maintenance and Capital Improvements Manager, Sabas Martinez organized an in-house event with Environmental Protection Agency’s (EPA) Renovation, Repair, and Painting (RRP) Training and Certification Program for our entire Maintenance Team. The purpose of the course is to teach proper procedures when dealing with lead-based paints in renovations, repairs, and painting projects. The certifications will be good for five years.

On November 18, Property Management arranged a bus tour with Poverello House and other partners to tour our Permanent Supportive Housing (PSH) properties. The idea was to familiarize the matchers and navigators with our sites so that they can refer mutual clients to the place best suited to their circumstances and service needs. This tour included visits to, Trinity, Santa Clara, Alta Monte, Alegre Commons, Villages at Paragon, Promesa Commons, The Arthur, Avalon Commons, and Villages @ Broadway.

Minutes of the Joint Meeting
of the Boards of Commissioners of the
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

Tuesday, October 22, 2024

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, October 22, 2024, at 1260 Fulton St., Fresno, CA. The public was able to join in person and via teleconference.

1. The regular joint meeting was called to order at 5:00 p.m. by Vice Chair, Commissioner Williams of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair
 Sharon Williams, Vice Chair
 Ruby Yanez
 Isaiah Green
 Emogene Nelson
 Paul Idsvoog

ABSENT: Areli Rios

The regular joint meeting was called to order at 5:00 p.m. by Board Chair, Commissioner Catalano, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Cary Catalano, Chair
 Valori Gallaher, Vice Chair
 Joey Fuentes
 Sophia Ramos
 Amadeo Garcia
 Kyle Chaney
 John Valdez

Also, in attendance were the following: Ken Price, Baker Manock, and Jensen - General Counsel

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

COUNTY MOTION: *Commissioner Chaney moved, seconded by Commissioner Fuentes to approve the agenda as posted.*

MOTION PASSED: 7 – 0

CITY MOTION: *Commissioner Williams moved, seconded by Commissioner Yanez to approve the agenda as posted.*

MOTION PASSED: 6– 0

3. PUBLIC COMMENT AND PRESENTATIONS

- Ms. Donyell Wilkins, a member of the public, shared she wanted to extend a public apology to Fresno Housing as well as request a formal meeting with the executive staff to be heard on some issues she has due to lack of clarity.

4. POTENTIAL CONFLICTS OF INTEREST

- There were potential conflicts of interest.

5. CLOSED SESSION

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Address: 630 Ninth St. Orange Cove, CA. 93646 (APN's 378-063-07, 378-220-19)

Negotiating Parties: Tyrone Roderick Williams, Housing Authority of Fresno County & Daniel Parra, City of Orange Cove

Negotiating: Price and Terms

b. Public Employee Evaluation

Title: CEO

The Boards of Commissioners entered closed session at 5:15 p.m.

Joint Board Meeting

Action Minutes: 10.22.24 Minutes

Adopted:

The Boards of Commissioners returned from closed session at 6:12 p.m. and resumed open session.

No action to report from the closed session

6. GOVERNANCE MATTERS

a. CEO's Report – Presented by Tyrone R. Williams, CEO

In addition to the written report, Mr. Williams shared:

- Fresno Housing was the recipient of a NAHRO 2024 National Award of Merit for Equitable Strategic Planning and Engagement.
- Mr. Williams shared that the Scholarship Reception was very successful and Commissioner Yanez was one of those scholarship recipients.
- In partnership with Beyond Housing Foundation, the Economic Summit was well attended and a great time for all. Our very own Commissioner Green was also one of the MCs.
- Mr. Williams shared the feedback received for the 2025 board retreat. The most popular vote was for a one-day retreat.
- The draft 2025 Agency Calendar was presented to the board for any feedback they may have before it is taken to the November Joint Board meeting for approval.
- Mr. Williams shared that he has been reappointed for another three-year term to the Advisory Housing Council for the Federal Home Loan Bank of San Francisco.

b. Commissioners' report - Presented by Cary Catalano

- Commissioner Ramos shared that she enjoyed the Economic Summit keynote speaker and was very inspired. Commissioner Ramos will also be hosting a Senior Health Workshop for the seniors at Linnae Villa and Marion Villas in November and December.
- Chair Catalano shared his thanks to the Fresno Housing staff that has been diligently working with the budget.
- Chair Jones shared she heard wonderful things about the Economic Summit. She also shared some takeaways from the National NAHRO Conference.
- Chair Jones shared that she was nominated and received the NAHRO Commissioner of the Year Award and shared her thanks to the board and staff for their support.
- Commissioner Green congratulated the reappointment of Mr. Williams and Chair Jones on her award.
- Commissioner Nelson shared her appreciation of the staff for their work on the budget and the impact that Fresno Housing has on the community.

*Joint Board Meeting
Action Minutes: 10.22.24 Minutes
Adopted:*

- Commissioner Williams shared that she is having a great time in the Savvy Seniors computer course and will be receiving a certificate once she has completed the course along with a tablet.
- Commissioner Yanez thanked the staff for rewarding her with a Scholarship for her academic journey.

c. Nominations for Board Officers – Housing Authority of the County of Fresno

- Commissioner Ramos was nominated for County Board Vice Chair
- Chair Catalano was nominated for County Board Chair

- There were no public comments.

7. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on September 24, 2024.
Approval of the minutes of the Board Meeting
- b. Authorization to Amend the HCD Homekey Standard Agreement for Journey Home to Include Silvercrest, Inc.
- c. Update on Homeownership Opportunity (844 S. Chance, Fresno, CA.)
- d. Consideration of Application to the U.S. Department of Housing and Urban Development for 2024 Continuum of Care Funding

COUNTY MOTION: *Commissioner Gallaher moved, seconded by Commissioner Chaney to approve the consent agenda.*

MOTION PASSED: 7 – 0

CITY MOTION: *Commissioner Idsvoog moved, seconded by Commissioner Green to approve the consent agenda.*

MOTION PASSED: 6– 0

8. INFORMATION ITEM

- a. Real Estate Update

Michael Duarte, Chief Real Estate Officer, presented on this item

*Joint Board Meeting
Action Minutes: 10.22.24 Minutes
Adopted:*

- b. Update on Agency Performance for 2024 Goals
Tyrone R. Williams, CEO, presented on this item
- c. Review of Updates to the 2025 Draft Agency Goals
Tyrone R. Williams, CEO, presented on this item
- d. First Draft – 2025 Agency Budget and Multi-Year Projections
Tammy Townsend, Deputy Executive Director, presented on this item
- e. Measure H Information and Discussion
Nikki Henry, presented on this item

9. Action

- a. Consideration of Commercial Real Estate Brokerage/Marketing Agreement for the North Fulton Development Area

***COUNTY MOTION:** Commissioner Ramos moved, second by Commissioner Gallaher to approve the Consideration of Commercial Real Estate Brokerage/Marketing Agreement for the North Fulton Development Area.*

***MOTION PASSED:** 7 – 0*

***CITY MOTION:** Commissioner Idsvoog moved, second by Commissioner Ramos to approve the Consideration of Commercial Real Estate Brokerage/Marketing Agreement for the North Fulton Development Area.*

***MOTION PASSED:** 6– 0*

10. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 8:10 p.m.

Tyrone Roderick Williams, Secretary to the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: November 19, 2024
AGENDA ITEM: 6b
SUBJECT: Authorization to Grant Easement to Pacific Gas and Electric Company for the Benefit of La Joya Commons Phase I (APN: 007-140-20ST)

AUTHOR: Eduardo Rodriguez
DEPARTMENT: Real Estate Development
MEMO DATE: 11/13/2024

Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the Firebaugh Family site, planned to be phase II of La Joya Commons, (APN 007-140-20ST), directly adjacent to the La Joya Commons Phase I site in Firebaugh, CA.

In October 2024, the Pacific Gas and Electric Company (PG&E) informed Fresno Housing that the existing utility trench for the La Joya Commons Phase I project requires an extension to connect a pad mounted transformer. This work would extend into the Firebaugh Family site (aka La Joya Commons phase II); however, it is expected to have no impacts to residents.

PG&E has requested the right to access and use a portion of the Firebaugh Family property for installation of public utility equipment. This easement would allow them to excavate, construct, maintain, and use electric, gas, and communication facilities, with access to the area as needed for maintenance and inspections. The property is identified by APN 007-140-20ST and is recorded as Parcel 2 in the deed from the Housing Authority of Fresno County, dated April 19, 2023 (Document No. 2023-0045861, Fresno County Records) which subdivided the original parcel. The specific easement area is a 5-foot-wide strip of land along the northeastern boundary line of Strip 3 (as described in Document No. 73766 and shown on PG&E's Drawing No. 35438893-CS).

Staff is recommending the approval to allow PG&E to proceed with the necessary utility work to support the La Joya Commons Phase I project without disrupting existing services.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolution approving the granting of the proposed easement to facilitate construction activities necessary to connect the La Joya Commons Phase I project to the pad-mounted transformer, thereby providing power to the site. The resolution also authorizes Tyrone Roderick Williams, Chief Executive Officer; Tammy Townsend, Deputy Executive Director; Michael Duarte, Chief Real Estate Officer; and/or their designee to negotiate and execute documents related to these approved actions.

Fiscal Impact

None.

FRESNO HOUSING

Background Information

The Firebaugh Family site consists of a single parcel located in Firebaugh, California (APN 007-140-20ST) directly adjacent to the La Joya Commons Phase I development. The site includes five remaining units, featuring 2-, 3-, and 4-bedroom configurations, currently occupied by market-rate tenants.

Past Board Action

- February 2020 – Authorization to Apply for Affordable Housing Program (AHP) to the Federal Home Loan Bank of San Francisco
- August 2020 – Approval to Apply for Various Funding Sources
- March 2021 – Approval to apply for HCD Joe Serna, Jr. Farmworker Housing Grant, and Land/Building Donation
- August 2021 – Approval to apply for HCD Multi-Family Housing Program (MHP) Funds
- February 2022 – Approval to apply for HCD HOME Partnership Program and 9% CTCAC
- February 2022 – Approval of a Housing Relinquished Fund (HRFC) of up to \$2,000,000
- February 2022 – Approval allocated thirty-four (34) Project-Based Vouchers to the Project
- May 2022 - Approval to apply for HCD Multi-family Housing Program (MHP) funds.
- September 2022 - Authorization to designate Tyrone Roderick Williams, Chief Executive Officer as a signer on behalf of the Firebaugh La Joya Commons development.
- November 2022 – Approving an application to the California Department of Housing and Community Development
- January 2023 – Architecture Contract Approved for Paul Halajian Architects
- February 2023 - Authorization to Apply for Federal Home Loan Bank's Affordable Housing Program (AHP) Funds – La Joya Commons

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE COUNTY OF FRESNO, CA

AUTHORIZATION TO GRANT EASEMENT TO PACIFIC GAS AND ELECTRIC COMPANY FOR THE BENEFIT OF THE LA JOYA COMMONS PHASE I DEVELOPMENT

WHEREAS, the Housing Authority of Fresno County (“the Authority”) seeks to expand the development and availability of long-term housing for low- and moderate-income households residing in the County of Fresno, California; and in the City of Firebaugh, California,

WHEREAS, the Authority has agreed to facilitate certain Pacific Gas and Electric Company improvements to be located at the Firebaugh Family site (future phase II of La Joya Commons), near real property located at 1501 Clyde Fannon Road Firebaugh, CA 93612, La Joya Commons I, (APN 007-140-20ST), hereinafter referred to as “the Property”; and,

WHEREAS, Pacific Gas and Electric Company, a California corporation, hereinafter called the “Grantee,” seeks to obtain rights to excavate, construct, reconstruct, replace, remove, maintain, inspect, and/or use facilities and associated equipment for public utility purposes, including electric, gas, and communication facilities, together with a right of way therefor, on, over, and under the easement area, with ingress and egress as needed; and

WHEREAS, the parcel identified by APN 007-140-20ST is described as Parcel 2 in the deed, creating a parcel split, from the Housing Authority of Fresno County to the Housing Authority of Fresno County, dated April 19, 2023, and recorded as Document No. 2023-0045861 in the Fresno County Records; and

WHEREAS, the easement area is described as a strip of land of uniform width of 5 feet, lying contiguous to and northeasterly of the northeasterly boundary line of Strip 3 as described in Document No. 73766 and further delineated upon Grantee’s Drawing No. 35438893-CS; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California approves granting the proposed easement to the Grantee, and hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute all documents in connection with the approved actions.

PASSED AND ADOPTED THIS 19th DAY OF November, 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: November 19, 2024
AGENDA ITEM: 6c
SUBJECT: Approval to Accept City of Fresno American Rescue Act Funds in Place of Previous Encampment Resolution Funds for Promesa Commons

AUTHOR: Eduardo Rodriguez
DEPARTMENT: Real Estate Development
MEMO DATE: 11/12/2024

Executive Summary

The purpose of this memo is to request certain approvals from the Boards of Commissioners related to accepting a potential funding award from the City of Fresno. The funding is intended to support offsite storm drain improvements along Olive Avenue for the benefit of Parkway Drive properties including Promesa Commons. The offsite improvements are an entitlement condition of approval for Promesa Commons located at 1101 N. Parkway Drive, Fresno, CA 93728 (APN: 449-270-41).

The City of Fresno initially identified Encampment Resolution Funds (ERF-2) funding as the source for the \$300,000 allocation, which was accepted by the Board of Commissioners in April 2024. The City of Fresno has since requested to swap the source to State and Local Fiscal Recovery Funds (SLFRF) without altering the amount or funding conditions. The SLFRF funds will still support the overall Promesa Commons project and specifically require that at least two units provide permanent housing for individuals who are homeless or at risk of homelessness.

Staff recommends that the Boards of Commissioners adopt the attached resolution to accept up to \$300,000 in City funding. It is anticipated that these funds will be received in the form of a grant or residual receipts loan. The only additional requirement for this funding source swap is staff time to execute the process.

In addition, FH staff is requesting specific approvals from the Boards of Commissioners to execute forms issued by the California Department of Housing and Community Development (HCD) to amend the Homekey Standard Agreement. While the Board previously authorized this amendment at the September 2023 meeting, HCD is now requesting that the amendment also be completed using their official OD template.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing approve the acceptance of up to \$300,000 in funding from the City of Fresno for the Promesa Commons development, and authorize the negotiation and execution of all related agreements associated with the Standard Agreement Amendment, including the California Department of Housing and Community Development's OD template. Additionally, the Board is requested to authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive

FRESNO HOUSING

Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute all agreements and ancillary documents related to these matters.

Fiscal Impact

The City of Fresno funds will be received in the form of a grant or residual receipts loan. A residual receipts loan would carry an interest rate of 3% annually and a term of up to 55 years. Repayment of the City of Fresno Loan will come from the Promesa Commons development and be paid from residual receipts.

Background Information

Promesa Commons, formerly Sun Lodge and Day's Inn, was acquired as a 97-room homeless shelter through Project Homekey. The site is located on 2.6 acres at 1101 N. Parkway Drive, Fresno, CA (APN: 449-270-41). Tax credit financing closed on June 6, 2022. The project substantially completed construction in April 2024.

Past Board Action

- August 25, 2020 – Approval to Ratify Purchase and Sale Agreement for Step Up on 99 (fka Motel 99)
- November 17, 2020 – Step Up on 99 (fka Motel 99) Omnibus Resolution assigning PSA to Silvercrest, Inc.; authorizing Silvercrest, Inc. to acquire the Property; and negotiate and execute the Homekey Standard Agreement and Grant Agreement
- June 28, 2021 – Authorization to Submit City of Fresno HOME funds application
- June 20, 2022 – Authorization to Submit Various Funding Applications
- January 24, 2023 – Authorization to approve a Pre-Development Loan from HRFC
- January 24, 2023- Authorization to Award an Architectural Contract
- February 28, 2023 – Ratified Donation of Promesa Commons from Silvercrest, Inc.
- September 26, 2023 – Authorization to Amend the HCD Homekey Standard Agreement for the Promesa Commons Development (fka Sun Lodge)
- April 2024 – Authorize to accept \$300,000 in ERF-2 Funding from the City of Fresno.

AUTHORIZING RESOLUTION

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA, IN ITS CAPACITY AS THE MANAGER AND SOLE MEMBER OF FRESNO PARKWAY AGP, LLC AUTHORIZING JOINT APPLICATION TO AND PARTICIPATION IN THE HOMEKEY PROGRAM

WHEREAS:

- A. The Department of Housing and Community Development (“**Department**”) has issued a Notice of Funding Availability (“**NOFA**”), dated July 16, 2020, for the Homekey Program (“**Homekey**” or “**Program**”). The Department has issued the NOFA for Homekey grant funds pursuant to Health and Safety Code section 50675.1.3 (Assem. Bill No. 140 (2021-2022 Reg. Sess.), § 20.).
- B. **Silvercrest, Inc.**, a California nonprofit public benefit corporation (“**Co-Applicant**”), desires to jointly apply for Homekey grant funds with the Housing Authority of the City of Fresno, California (“**Public Entity**”), Manager and Sole Member of the Fresno 1101 Parkway AGP, LLC, A California limited liability company (*the* “**Administrative General Partner**”). Therefore, Co-Applicant is joining Public Entity in the submittal of an application for Homekey funds (“**Application**”) to the Department for review and consideration.
- C. The Department is authorized to administer Homekey pursuant to the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675) of Part 2 of Division 31 of the Health and Safety Code). Homekey funding allocations are subject to the terms and conditions of the NOFA, the Application, the Department-approved STD 213, Standard Agreement (“**Standard Agreement**”), and all other legal requirements of the Homekey Program.

THEREFORE, IT IS RESOLVED THAT:

- 1. Co-Applicant is hereby authorized and directed to submit a joint Application to the Department in response to the NOFA, and to jointly apply for Homekey grant funds in a total amount not to exceed **\$5,858,779.00**.
- 2. If the Application is approved, Co-Applicant is hereby authorized and directed to enter into, execute, and deliver a Standard Agreement in a total amount not to exceed **\$5,858,779**, any and all other documents required or deemed necessary or appropriate to secure the Homekey funds from the Department and to participate in the Homekey Program, and all amendments thereto (collectively, the “**Homekey Documents**”).
- 3. Co-Applicant acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and Application will be incorporated in the Standard Agreement by reference and

made a part thereof. Any and all activities, expenditures, information, and timelines represented in the Application are enforceable through the Standard

Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.

- 4. Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or their respective designees** is authorized to execute the Application and the Homekey Documents on behalf of Co-Applicant for participation in the Homekey Program.

PASSED AND ADOPTED this **19th** day of **November**, 2024, by the following vote of the Corporation's Board of Directors:

AYES: _____ NAYES: _____ ABSTAIN: _____ ABSENT: _____

The undersigned, **Adrian Jones, Chair of the Board of Commissioners** of Co-Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Corporation's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE: _____

DATE: _____

NAME: _____

TITLE: _____

RESOLUTION NO. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF FUNDING FROM THE CITY OF
FRESNO TO SUPPORT PROMESA COMMONS AND NEIGHBORHOOD
INFRASTRUCTURE IMPROVEMENTS**

WHEREAS, the Housing Authority of the City of Fresno, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low-income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low- and moderate-income households within the City of Fresno and Fresno County; and

WHEREAS, the Promesa Commons development (the “Project”) (APN: 449-270-41) is a Sixty-four (64) unit new construction and adaptive reuse development situated at 1101 N Parkway Drive in Fresno, California; and

WHEREAS, the Housing Authority of the City of Fresno, California, a public body corporate and politic, Sole Member of the Fresno 1101 Parkway AGP, LLC, the administrative general partner of the 1101 Parkway, LP, desires to accept an award from the City of Fresno in its own capacity and on behalf of 1101 Parkway, LP for up to \$300,000 for the Promesa Commons development and related offsite Olive Avenue storm drain improvements; and

WHEREAS, the City funding will support the overall Promesa Commons project but also specifically require at least 2 units to provide permanent housing for the homeless or person at-risk of becoming homeless; and

WHEREAS, The City of Fresno is anticipated to award Coronavirus State and Local Fiscal Recovery Funds (SLFRF) of \$300,000 for Promesa Commons and the Housing Authority of the City of Fresno, CA desires to accept the award and contribute it as construction and/or permanent financing to the Project; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby approve the acceptance of the funding award from the City of Fresno for Promesa Commons and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief

Real Estate Officer, and/or their designee to negotiate and execute all related documents therein for the Promesa Commons Development (APN: 449-270-41):

1. Authorize approval of acceptance of the City of Fresno's Coronavirus State and Local Fiscal Recovery Funds (SLFRF) funds for up to \$300,000 to the Housing Authority of the City of Fresno, CA and contribute the funding as construction and/or permanent financing for the project.
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA and in name of the Administrative General Partner, on its behalf, and as administrative general partner of the Partnership; and
3. Provide for other matters related thereto

PASSED AND ADOPTED THIS 19th DAY OF NOVEMBER 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 11/19/2024
AGENDA ITEM: 6d
SUBJECT: Award for Roofing, Fascia, and Trim Replacement at Sunset Terrace I

AUTHOR: Marcos Casarez
DEPARTMENT: Administrative Services
MEMO DATE: 11/12/2024

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award a contract to Pac Shield Roof Services Inc., for the repair and/or replacement of roofing, fascia, and trim at Sunset Terrace I in Reedley, CA.

On September 16th, 2024, staff issued an Invitation for Bid (IFB) for a General Contractor for Sunset Terrace I - Roofing, Fascia, and Soffit replacement. Solicitation efforts included publication in the Fresno Bee, Business Journal, and the Fresno Housing's E-procurement website, and public job walks.

The proposed scope of work includes for the removal and installation of roofing/select areas of damaged fascia and soffits on apartment buildings located at 629 E Springfield Ave. Reedley CA. The deadline for questions was October 4th, 2024 and the deadline for bid responses was October 18th, 2024.

Fresno Housing received multiple questions regarding the solicitation, that were answered on the Housing Agency Marketplace as addendum(s) #1 & #2. The Agency received two (2) proposals for a Sunset Terrace I Roofing, Fascia, and Soffit replacement project. After the Contract Facilitator (CF) reviewed all two (2) proposals, it was determined that both proposers were responsive and responsible.

After a comprehensive evaluation of the bids, staff is recommending the following one (1) firm: Pac Shield Roof Services, Inc, to be awarded the Sunset Terrace I Roofing, Fascia, and Soffit replacement project as the lowest priced and responsible bidder. Pac Shield Roof Services Inc, have a good professional reputation, the experience, qualifications, and pricing that is most advantageous to the Agency.

Recommendation

It is recommended that the Boards of Commissioners award the Sunset Terrace I Roofing, Fascia, and Soffit replacement project contract to the following firm: Pac Shield Roof Services, Inc for an amount Not-To-Exceed (NTE) of \$332,442.

It is further recommended to authorize Tyrone Roderick Williams, Chief Executive Officer, Michael Duarte, Chief Real Estate Officer, Tammy Townsend, Deputy Executive Director, and/or their designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

FRESNO HOUSING

Fiscal Impact

Funding for this IFB project will be provided through the Agency's Capital Funds, guaranteeing that adequate resources are dedicated to meet all project requirements. This funding allocation is structured to ensure compliance with budgetary guidelines and support the efficient execution of the scope of work as specified in the bid documents. The funding and contract amount is expected to be approximately \$332,442. For repairs like these being considered, it is common to allocate a 15% contingency for unforeseen conditions.

Background Information

Following within Fresno Housing Vision, Mission, and Goals, FH solicited general contractors for roofing rehab consisting of removal and installation of roofing, fascia, and soffits on ten (10) single story residential duplexes, located at Sunset Terrace I Roofing.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

**RESOLUTION APPROVING THE CONTRACT FOR THE REPLACEMENT OF SOFFITS,
FASCIA, AND ROOFING WITH PAC SHIELD ROOF SERVICES INC FOR SUNSET TERRACE I**

WHEREAS, the Agency released an Invitation for Bids For the replacement of soffits, fascia, and roofing services; and

WHEREAS, the Invitation for Bids was available on the Agency's E-procurement website, advertised in the Fresno Bee, and listed with the local Builders Exchange; and

WHEREAS, the Agency has received two (2) bids from qualified general contractors For soffit, fascia, and roofing replacements at Sunset Terrace I; and

WHEREAS, Pac Shield Roof Services Inc. was determined to be responsive and responsible and provided qualifications and prices that were most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Pac Shield Roof Services Inc. for the replacement of soffits, fascia, and roofing services for the Sunset Terrace I property for an amount that is not to exceed \$332,442.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or his designee, to negotiate and execute the contract for the replacement of the soffits, fascia, and roofing of the Sunset Terrace I with Pac Shield Roof Services Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 19th DAY OF NOVEMBER 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY, CA**

**RESOLUTION APPROVING THE CONTRACT FOR THE REPLACEMENT OF SOFFITS,
FASCIA, AND ROOFING WITH PAC SHIELD ROOF SERVICES INC FOR SUNSET TERRACE I**

WHEREAS, the Agency released an Invitation for Bids For the replacement of soffits, fascia, and roofing services; and

WHEREAS, the Invitation for Bids was available on the Agency's E-procurement website, advertised in the Fresno Bee, and listed with the local Builders Exchange; and

WHEREAS, the Agency has received two (2) bids from qualified general contractors For soffit, fascia, and roofing replacements at Sunset Terrace I; and

WHEREAS, Pac Shield Roof Services Inc. was determined to be responsive and responsible and provided qualifications and prices that were most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Pac Shield Roof Services Inc. for the replacement of soffits, fascia, and roofing services for the Sunset Terrace I property for an amount that is not to exceed \$332,442.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Tyrone Roderick Williams, Chief Executive Officer, or his designee, to negotiate and execute the contract for the replacement of the soffits, fascia, and roofing of the Sunset Terrace I with Pac Shield Roof Services Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 19th DAY OF NOVEMBER 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 11/19/2024
AGENDA ITEM: 6e
SUBJECT: Consideration of Adoption of the 2025 Agency Calendar

AUTHOR: Hyasha Anderson
DEPARTMENT: Executive Office
MEMO DATE: 11/15/2024

Executive Summary

The Boards of Commissioners annually take action to approve the Agency's calendar. Thus, the attached calendar for 2025 indicates the Agency-recognized holidays, Friday office closures, board meetings, and other important activities of the Agency.

Additional trainings and special meetings will be scheduled and are subject to the availability of the Commissioners.

Recommendation

It is recommended the Boards of Commissioners review and approve the proposed 2025 Agency calendar.

Fiscal Impact

None.

Agency Calendar - 2025

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Friday Office Closure
Holiday Observance
Executive Committee Meeting
Joint Board Meeting
Board Retreat
NAHRO Event
CLPHA Housing Is Summit

- March 10-12 NAHRO - Washington DC
- May 1-2 CLPHA Housing Is Summit - Washington DC
- May 28-30 PSWRC/NAHRO - Fresno
- July 17-18 NAHRO Summer - New York
- September 28-30 NAHRO National - Phoenix

January 1	-	New Year's Day	July 4	-	Independence Day (8 -Hour Holiday Credit)
January 20	-	Martin Luther King Jr. Day	September 1	-	Labor Day
February 10	-	Lincoln's Birthday (Observed)	November 11	-	Veterans Day
February 17	-	President's Day	November 27	-	Thanksgiving Holiday
March 31	-	Cesar Chavez Day	November 28	-	Day after Thanksgiving
May 26	-	Memorial Day	December 24	-	Christmas Eve (One-half of the scheduled workday)
June 19	-	Juneteenth Day	December 25	-	Christmas Day

DRAFT 10/31/2024

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 11/19/2024
AGENDA ITEM: 6f
SUBJECT: Approval of Increase to HRFC Loan Commitment of up to \$450,000 in Pre-Development Funds for the North Fulton Development

AUTHOR: Lela Schwartz
DEPARTMENT: Real Estate Development
MEMO DATE: 11/12/2024

Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the funding of pre-development costs for the North Fulton Development, specifically the phase I development, (“the Project”). The project envisions the new construction of up to 124 multifamily apartment units on an approximately 0.55-acre parcel located at 1302 Fulton Street in Downtown Fresno, on the corner of Fulton Street and Merced Street.

On September 26, 2023, the Boards of Commissioners approved an HRFC pre-development loan of up to \$300,000. As part of the next steps in the development process, financing is necessary for costs that will be incurred prior to financial closing. Predevelopment expenses will include a variety of costs related to the North Fulton development, such as engineering fees, utility contracts, impact and permit fees, insurance, etc. Once all financing commitments have been obtained and the close of financing occurs, pre-development expenses will be fully reimbursed.

At this time, it is requested that the Boards of Commissioners approve an increased predevelopment loan commitment of \$450,000, for a total commitment of up to \$750,000, from the Housing Relinquished Fund Corporation to be repaid from construction sources.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions authorizing an increased predevelopment loan commitment of \$450,000, for a total commitment of up to \$750,000, from the Housing Relinquished Fund Corporation for expenses incurred in the pre-development phase of the North Fulton project and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

Fiscal Impact

Staff is requesting an increased pre-development loan commitment to \$450,000, for a total commitment of up to \$750,000, from the Housing Relinquished Fund Corporation sufficient to cover predevelopment expenses associated with the phase I North Fulton development. Loan

FRESNO HOUSING

funds disbursed will be repaid at financial closing from construction sources. The pre-development loan will carry 5% interest.

Background Information

The North Fulton development area is comprised of a series of contiguous parcels in Downtown Fresno. The subject property area is generally bound between Tuolumne Street, Merced Street, Van Ness Avenue, and Congo Alley and includes a 0.55-acre parcel (466-153-14), a 0.52-acre parcel (466-153-15), a 0.65-acre parcel (466-153-18) and a 1.41-acre parcel (466-206-56T) in downtown Fresno, CA. The 0.55-acre parcel located at the corner of Fulton Street and Merced Street includes a vacant building, formerly a CVS Pharmacy. The proposed Project could accommodate up to 600 units of multifamily affordable housing. All subject parcels are currently zoned DTC- Downtown Core, which allows for a variety of mixed uses, including residential housing.

Past Board Actions

- January 2024 – Consideration of Submission to City of Fresno’s Affordable Housing Development NOFA
- September 26, 2023 – Approval of HRFC Loan Commitments of \$300,000 in Pre-Development Funds for North Fulton
- March 2023 - Ratification of the Purchase Sale Agreement and final approval for the acquisition along with a commitment of \$2,800,000 from the Housing Relinquished Fund Corporation (HRFC) for the purchase and acquisition of the Site

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

**RESOLUTION TO APPROVE AN INCREASE TO THE PRE-DEVELOPMENT LOAN
COMMITMENT OF UP TO \$450,000, FOR A TOTAL COMMITMENT OF UP TO \$750,000
FROM THE HOUSING RELINQUISHED FUND CORPORATION FOR EXPENSES
RELATED TO THE NORTH FULTON PROJECT**

WHEREAS, the Housing Authority of the City of Fresno (HACF), California seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the HACF intends to develop up to 124 multifamily housing units in Downtown Fresno, on approximately 0.55 acres of improved land (APN 466-153-14) (hereafter “Property”); and

WHEREAS, in September, 2023, the Board authorized a predevelopment loan commitment of up to \$300,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the North Fulton project, Phase I; and

WHEREAS, HACF is requesting an increase to the predevelopment loan commitment of \$450,000, for a total commitment of up to \$750,000, from the Housing Relinquished Fund Corporation for pre-development expenses related to the North Fulton project; and

WHEREAS, the predevelopment loan is expected to be fully repaid at the financial closing and carry 5% simple interest on the outstanding balance; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize an increased Housing Relinquished Fund Corporation loan commitment in the amount to \$450,000 for predevelopment expenses related to the North Fulton project phase I, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 19th DAY OF NOVEMBER 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE FRESNO COUNTY, CA

**RESOLUTION TO APPROVE AN INCREASE TO THE PRE-DEVELOPMENT LOAN
COMMITMENT OF UP TO \$450,000, FOR A TOTAL COMMITMENT OF UP TO \$750,000
FROM THE HOUSING RELINQUISHED FUND CORPORATION FOR EXPENSES
RELATED TO THE NORTH FULTON PROJECT**

WHEREAS, the Housing Authority of Fresno County, CA (HAFC), California seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the HAFC intends to develop up to 124 multifamily housing units in Downtown Fresno, on approximately 0.55 acres of improved land (APN 466-153-14) (hereafter “Property”); and

WHEREAS, in September, 2023, the Board authorized a predevelopment loan commitment of \$300,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the North Fulton project Phase I; and

WHEREAS, HAFC is requesting an increase to the predevelopment loan commitment of \$450,000, for a total commitment of up to \$750,000, from the Housing Relinquished Fund Corporation for pre-development expenses related to the North Fulton project Phase I; and

WHEREAS, the predevelopment loan is expected to be fully repaid at the financial closing and carry 5% simple interest on the outstanding balance; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA do hereby authorize an increased Housing Relinquished Fund Corporation loan commitment in the amount of \$450,000 for predevelopment expenses related to the North Fulton project phase I and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 19TH DAY OF NOVEMBER 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners **AUTHOR:** Jaicee Berber
FROM: Tyrone Roderick Williams, CEO **Assistant Project Manager**
MEETING DATE: 11/19/2024 **DEPARTMENT:** Real Estate Development
AGENDA ITEM: 6g **MEMO DATE:** 11/13/2024
SUBJECT: Authorization to Amend the California Department of Housing and Community Development (HCD) Homekey Standard Agreement for Parkside Inn to Include Silvercrest, Inc.

Executive Summary

This Board memo seeks approval to amend the California Department of Housing and Community Development (HCD) Homekey Standard Agreement for the Parkside Inn development located at 1415 W. Olive Ave, Fresno, CA 93728, to include Silvercrest, Inc. as a contract party. This amendment reflects the updated ownership structure of the project and affirms that Tyrone Roderick Williams, in his capacity as Secretary/Director, has the authorized approval of the Board to sign on behalf of Silvercrest, Inc., accepting the award and associated liability. This action is necessary due to the Housing Authority of the City of Fresno's association with the project.

Parkside Inn aligns with the Agency's mission by providing safe, affordable, and quality housing for individuals experiencing homelessness or at risk of homelessness in Fresno County. The facility, consisting of 48 former motel rooms, offers essential housing and supportive services to help participants transition to permanent housing. Additionally, Parkside Inn is located within Fresno's Jane Addams neighborhood and is part of the Parkway Neighborhood Master Plan, which envisions its future conversion into permanent housing. Fresno Housing continues to pursue gap financing sources with the intent of securing an award of Low-Income Housing Tax Credits.

Fiscal Impact

None.

Recommendations

It is recommended that the Boards of Commissioners adopt a resolution amending the Standard Agreement to include Silvercrest, Inc. and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute the Standard Agreement documents.

FRESNO HOUSING

Background

Parkside Inn was acquired in December 2020, with a \$3,759,124 Homekey grant. Transformation planning for Parkside Inn is pending full financing.

On November 17, 2020, the Boards of Commissions took several actions to approve operational funding commitments for the four Homekey motels, namely Step Up on 99 (fka Motel 99), Promesa Commons (fka Sun Lodge/Day's Inn), Parkside Inn, and Journey Home (fka Welcome Inn). Funding commitments for interim shelter operations include a commitment from the City of Fresno. There are currently two remaining operational shelters - Journey Home and Parkside Inn. Parkside Inn is under a master lease agreement with Turning Point of Central California. The conversion of Parkside Inn into permanent housing continues with entitlements and funding applications planned in 2025.

Previous Board Actions

- August 25, 2020 – Parkside Inn HCD Resolution authorizing approval and ratification to enter into a Purchase and Sale Agreement with Akshar, Inc., for real property located at 1415 W. Olive Ave, Fresno, CA 93728 (APN: 449-270-56)
- September 9, 2020 – Parkside Inn HCD Resolution update
- October 27, 2020 – Resolution approving acceptance of a grant award from the City of Fresno for the operation and provision of services to hotels during the provision of interim housing
- November 17, 2020 – Resolution approving the assignment to and authorization by Silvercrest, Inc., for the acquisition of real property located at 1415 W. Olive Ave, Fresno, CA 93728 (APN: 449-270-56) from Akshar, Inc. and execution of documents from the California Department of Housing and Community Development; Entrance into a grant agreement with Enterprise Community Partners, Inc.
- March 28, 2023 – Approval to Submit an Application for Funding from the City of Fresno's Local Trust Fund for Development and Financing
- June 27, 2023 – Authorization to Apply for HCD's 2023 SuperNOFA
- June 27, 2023 – Approval to Submit an Application for Funding to the City of Fresno Affordable Housing Development NOFA
- July 25, 2023 – Authorization for Funding Application to the California Tax Credit Allocation Committee
- July 25, 2023 – Award of the General Contractor/Construction Manager (GCCM) Contract
- January 23, 2024 – Authorization for Funding Application to the California Tax Credit Allocation Committee – Parkside Inn – Phase I
- February 21, 2024 – Authorization to Apply for Federal Home Loan Bank's Affordable Housing Program (AHP) Funds – Parkside Inn – Phase I

FRESNO HOUSING

- August 27, 2024 – Approval to Ratify a California Department of Transportation (Caltrans) Right of Way Contract and Issue Approval to Caltrans for a Temporary Construction Easement at the Parkside Inn Development (APN: 449-270-56T)

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF FRESNO, APPROVING AN AMENDMENT TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) HOMEKEY STANDARD AGREEMENT (20-HK-00010) FOR THE PARKSIDE INN DEVELOPMENT

WHEREAS, the Housing Authority of the City of Fresno, California (the "*Housing Authority*") seeks to expand the availability of affordable rental housing to low-income persons within the City of Fresno; and

WHEREAS, the State of California through the Department of Housing and Community Development ("*HCD*") previously awarded grant funds to the Housing Authority through the Homekey Program pursuant to a Standard Agreement (20-HK-00010), dated November 22, 2020 (the "*Homekey Standard Agreement*"), in the amount of \$3,759,124 (the "*Homekey Funds*"), which Homekey Funds were disbursed by HCD to the Housing Authority pursuant to the terms of the Homekey Standard Agreement and applied toward eligible costs of the Housing Authority's affordable housing project known as Parkside Inn (the "*Project*"); and

WHEREAS, the Project is currently owned by Silvercrest, Inc. ("*Silvercrest*") and HCD has requested that the Homekey Standard Agreement be amended to add Silvercrest as a contract party thereto; and

WHEREAS, the Housing Authority, as original grantee under the Homekey Standard Agreement, is proposing to amend the Homekey Standard Agreement, with approval of HCD, to add Silvercrest as a contract party thereto.

WHEREAS, the Housing Authority of the City of Fresno, California affirms that Tyrone Roderick Williams, in his capacity as Secretary/Director of Silvercrest, Inc., has the authorized approval of the Board to sign on behalf of Silvercrest, Inc., accepting the award and associated liability;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize the execution and delivery of an amendment to the Homekey Standard Agreement for the purposes described herein, and further authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and Michael Duarte, Chief Real Estate Officer, as authorized officers of the Housing

Authority, and/or their respective designees, to negotiate and execute any and all related documents necessary or desirable to consummate such amendment.

The Board of Commissioners of the Housing Authority of the City of Fresno do hereby:

1. Authorize the Housing Authority of the City of Fresno, California to amend the Homekey Standard Agreement to reflect Silvercrest, Inc. as an additional contract party thereto; and
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or their respective designees to execute documents on behalf of the Housing Authority of the City of Fresno; and
3. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 19th DAY OF NOVEMBER 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Adrian Jones, Chair of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 11/19/2024
AGENDA ITEM: 8A
SUBJECT: Discussion and Demonstration of the Agency Role Managing the Homeless Management Information System for the Fresno Madera Continuum of Care

AUTHOR: Doreen Eley
Assistant Director,
Resident Empowerment
DEPARTMENT: Inclusion & Empowerment
MEMO DATE: 11/13/2024

Executive Summary

Staff will provide both information and demonstration of the role quality data from the Homeless Management Information System (HMIS) plays in informing practice and policy in the Fresno Madera Continuum of Care.

Recommendation

None at this time.



HMIS Data Informs Practice & Policy

Homeless Management Information System Team



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS



HMIS Staff

Facilitating functionality and relationships

- HMIS Training Coordinator
- HMIS Data Quality Coordinator
- HMIS Analyst

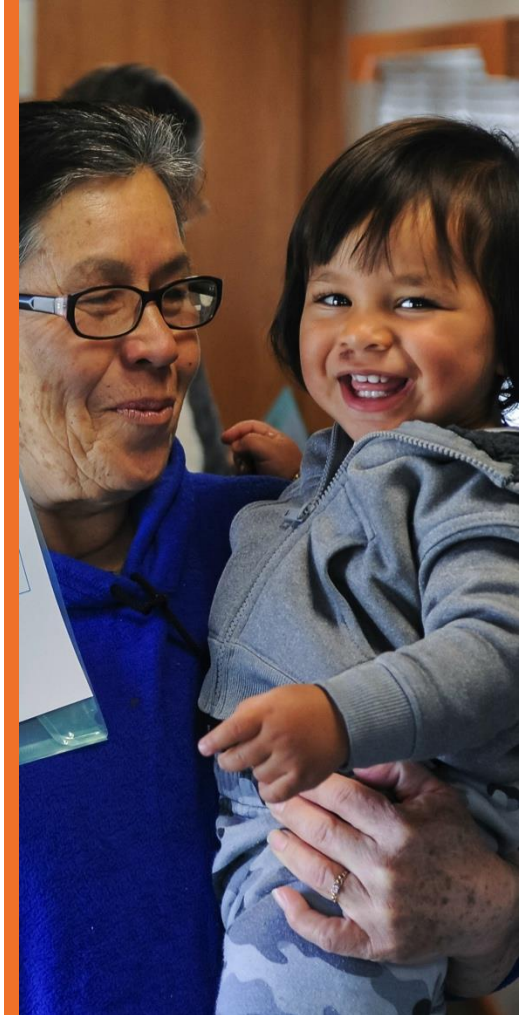


Practice: System Analysis and Improvement

Data Training, Quality and Analysis are foundational

2022

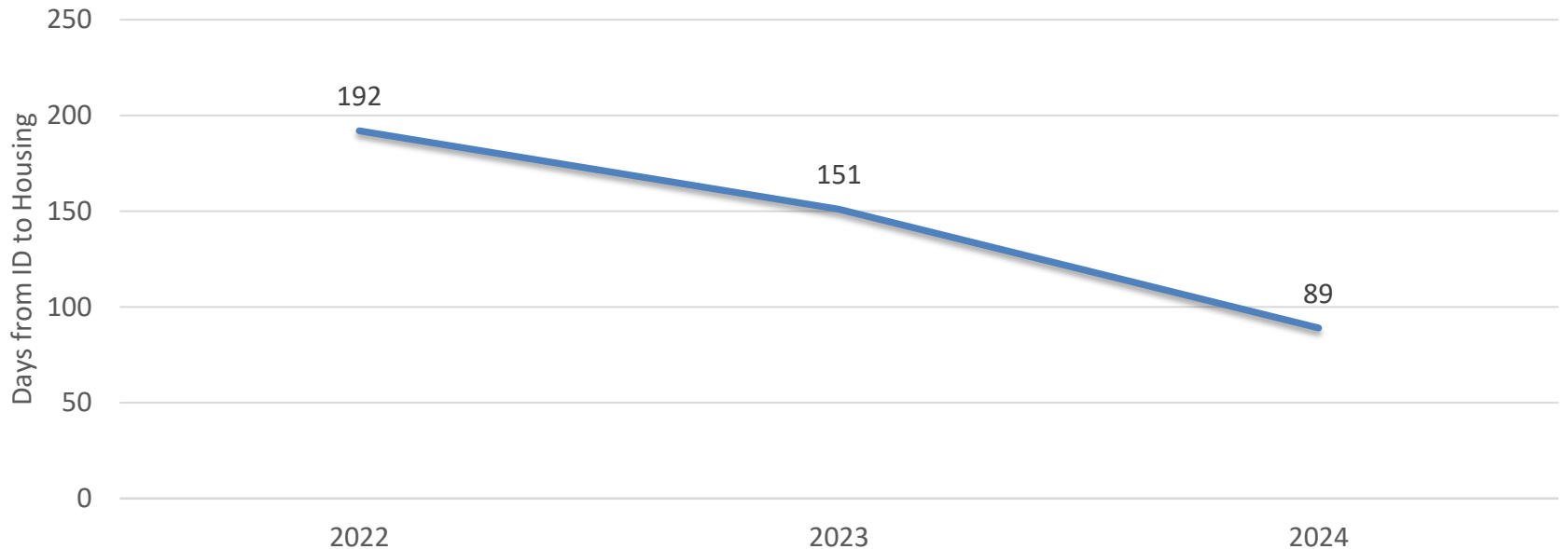
- System Performance Measures (SPMs) – measure effectiveness of the FMCoC; including Length of Time (LOT)
- HMIS data identified a high average LOT of families with children experiencing homelessness and a gap in the available permanent housing options in the FMCoC, and engaged providers in quarterly improvement cycles.



2024 Results

FMCoC Sees significant reduction in LOT for family households

Days Homeless Trend for Families with Children

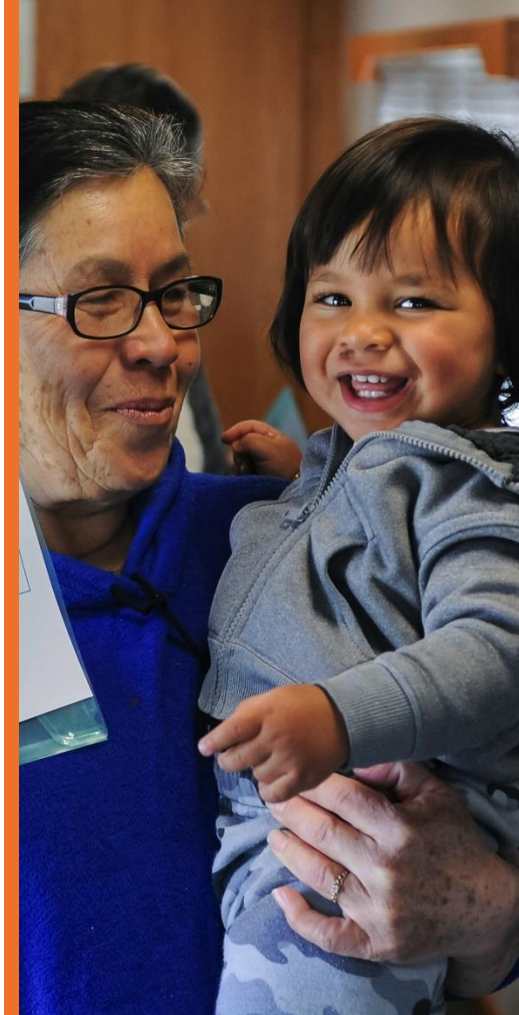


Policy: System Analysis and Improvement

Data Training, Quality and Analysis are foundational

2023

- SPMs include:
 - Length of Time (LOT)
 - Returns to homelessness
 - Exits to/retention in permanent housing
- Recommended jurisdictional partners integrate SPMs into service providers monitoring metrics



BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 11/19/24
AGENDA ITEM: 8B
SUBJECT: Housing Choice Voucher Update

AUTHOR: Brandy Woodard
Chief of Housing Choice
Vouchers
DEPARTMENT: HCV
MEMO DATE: 11/14/2024

Executive Summary

Staff will provide an update on Housing Choice Vouchers.

Recommendation

None currently.



Housing Choice Voucher (HCV) Program Updates

Presentation by Brandy Woodard

November 19, 2024



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS



What I Will Cover Today:

- Shortfall Update



Budget Shortfall

- **Challenge:** This year's budgeted HAP funds and HUD-Held Reserves didn't fully cover landlord payments, creating a shortfall.
- **Impact:** Increased payment standards and Small Area Fair Market Rents (SAFMRs) helped families lease up in high-cost areas, and also to the shortfall.
- When these actions were taken our leasing success rate was in the 35% range. We are currently at **72%** for the City and **77%** for the County.



Actions Taken:

- **Shortfall Management:** Worked with HUD Shortfall Team, implemented the Shortfall Action Plan, limited new leases, with exceptions (e.g., VASH, PBV, Choice Mobility, Foster Youth to Independence).
- **Funding Support:** HUD confirmed funding for landlord payments through 2024.

Looking Ahead:

- Preparing for the potential shortfall in 2025, continuing with our Action Plan.
- Operating under a continuing resolution until December 20, 2024.
- Awaiting further budget updates from Congress.



BOARD MEMO

O (559) 443-8400
F (559) 445-8981

1331 Fulton Street
Fresno, California 93721
TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing
FROM: Tyrone Roderick Williams
CEO

DATE: November 14, 2024
BOARD MEETING: November 19, 2024
AGENDA ITEM: 8C
AUTHOR: Nicole Diaz

SUBJECT: 2025 Operating Budget 2nd Draft

Executive Summary

The purpose of this memo is to update the Boards of Commissioners on Agency's 2025 budget development process.

At the Boards of Commissioners meeting, staff will be providing a second draft of the budget as well as a projection for the 2024 year end results.

Recommendation

This item is informational only. No action is necessary.



2025 Agency Operating Budget 2nd Draft

Boards of Commissioners Meeting

November 19, 2024



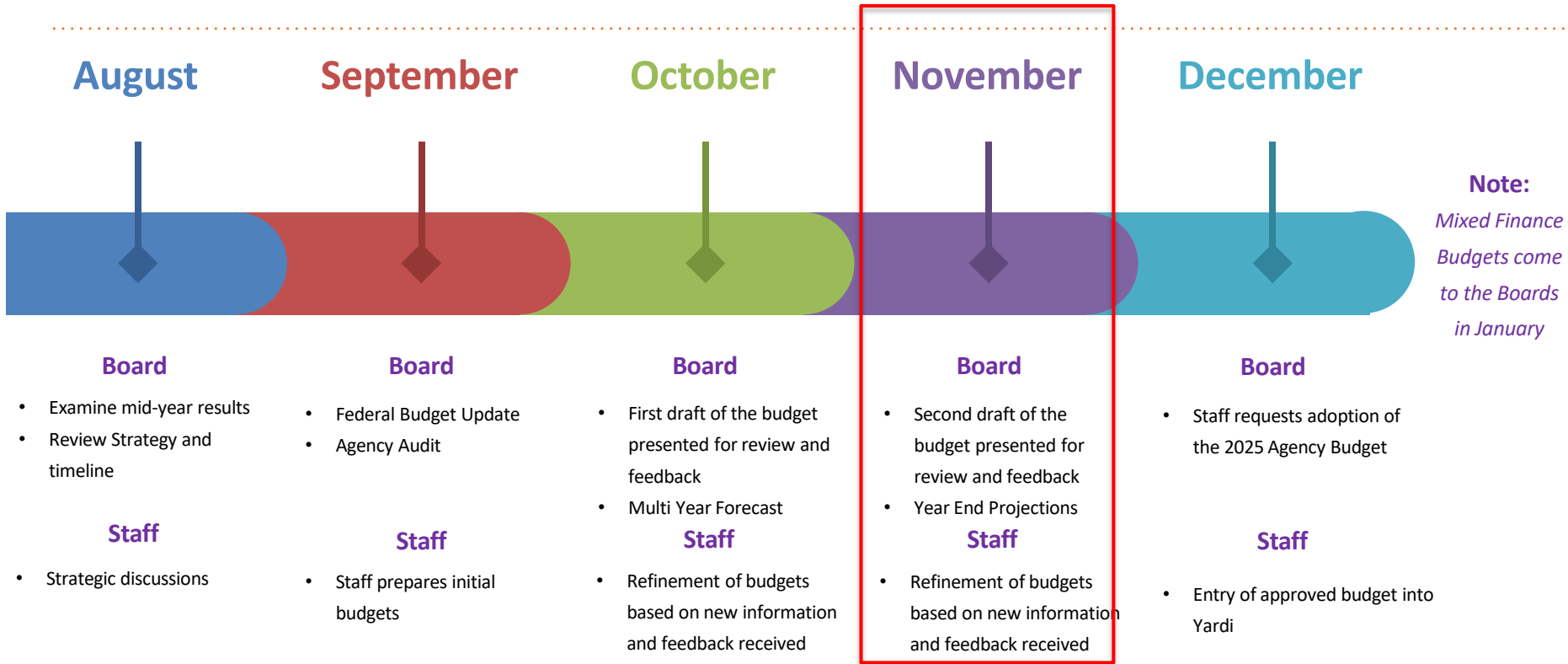
FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS



Overview

- Reminder: Budget Development Timeline
- 2024 Year-End Financial Projections
- 1st Draft 2025 Operating Budget
- 2nd Draft 2025 Operating Budget vs 2024 Year-End Projected Financials
- Unrestricted Reserves
- Next Steps

2025 Budget Development Timeline



2024 Year-End Projections

Agency	2024	2024
	Budget	Projections
Total Income	\$ 46,838,397	\$ 50,311,872
Total Expense	46,835,992	46,206,924
Net Income	\$ 2,405	\$ 4,104,948
Unrestricted Net Income	\$ 47,553	\$ 769,786

- Higher management fee revenue in Core division due to higher proration in HCV admin fees

2025 Operating Budget – 1st Draft

*Presented to the Boards October 22, 2024

	Core/Admin	Real Estate Development	Housing Choice Voucher	Resident Empowerment	Homeless Initiatives	Housing Management	Total 2025 Budget
NET TENANT INCOME	180,000	1,601,649	-	-	-	9,364,612	11,146,261
TOTAL INTEREST INCOME	80,902	114,068	70	15	26	175	195,256
TOTAL OTHER INCOME	24,800	224,608	-	1,058,703	174,574	87,772	1,570,457
TOTAL ADMIN & MANAGEMENT FEE INCOME	10,793,263	-	-	-	-	-	10,793,263
TOTAL DEVELOPER FEE INCOME	-	3,229,335	-	-	-	-	3,229,335
TOTAL HUD GRANT INCOME	-	-	12,670,254	144,396	1,815,350	4,202,220	18,832,220
TOTAL OTHER GRANT INCOME	-	1,246,790	-	350,000	457,424	1,844,495	3,898,709
TOTAL INCOME	11,078,965	6,416,450	12,670,324	1,553,114	2,447,375	15,499,274	49,665,501
TOTAL PAYROLL EXPENSES	8,521,292	2,378,858	7,696,391	1,151,004	491,441	3,206,409	23,445,395
TOTAL ADMINISTRATIVE EXPENSES	3,643,398	2,136,206	5,726,018	217,735	537,294	2,378,137	14,638,812
TOTAL TENANT SERVICES EXPENSES	500	24,048	-	20,000	965,481	203,196	1,213,225
TOTAL UTILITY EXPENSES	310,820	478,876	-	-	-	2,246,700	3,036,396
TOTAL MAINTENANCE EXPENSES	706,842	454,406	111,576	292,607	25	3,343,946	4,909,401
TOTAL TAXES & INSURANCE EXPENSES	77,554	58,405	3,985	-	-	956,067	1,096,011
TOTAL EXPENSES	13,260,405	5,530,799	13,537,970	1,681,346	1,994,241	12,334,454	48,339,241
NET OPERATING INCOME	(2,181,441)	885,651	(867,646)	(128,232)	453,134	3,164,820	1,326,260
TOTAL NON-OPERATING EXPENSES	144,898	157,803	-	-	-	1,270,917	1,573,618
NET INCOME	(2,326,339)	727,848	(867,646)	(128,232)	453,134	1,893,903	(247,358)
HCV RESERVE			867,646				867,646
UNRESTRICTED NET INCOME	(2,326,339)	519,207	-	(128,232)	-	1,608,168	(327,196)

2025 Operating Budget – 2nd Draft vs 2024

	Core			Real Estate Department			Housing Choice Voucher		
	2024 Budget	2024 Projection	2025 Budget	2024 Budget	2024 Projection	2025 Budget	2024 Budget	2024 Projection	2025 Budget
OPERATING BUDGET									
INCOME									
NET TENANT INCOME	180,000	180,000	180,000	1,066,818	1,252,655	1,601,649	-	-	
INTEREST INCOME	88,278	137,061	80,902	140,000	5,780	114,068	-	10,949	70
OTHER INCOME	24,800	36,068	24,800	304,800	309,492	224,608	-	90,479	-
ADMIN & MANAGEMENT FEE INCOME	9,648,105	10,343,367	10,793,803	-	-	-	-	-	-
DEVELOPER FEE INCOME	-	-	-	3,506,862	2,779,417	3,229,335	-	-	-
HUD GRANT INCOME	-	-	-	-	-	-	11,850,875	14,311,877	13,013,929
OTHER GRANT INCOME	-	-	-	1,799,821	989,593	1,246,790	533,333	504,152	-
TOTAL INCOME	9,941,183	10,696,496	11,079,505	6,818,301	5,336,937	6,416,450	12,384,208	14,917,456	13,013,999
EXPENSES									
PAYROLL EXPENSES	7,958,901	8,256,839	8,221,261	2,378,697	2,093,508	2,415,312	7,705,571	6,985,263	7,868,566
ADMINISTRATIVE EXPENSES	3,144,436	3,393,073	3,678,511	2,164,339	1,933,743	2,164,369	5,385,882	5,637,537	5,734,800
TENANT SERVICES EXPENSES	500	219	-	444,048	9,618	24,048	336,668	272,097	98,610
UTILITY EXPENSES	264,240	301,562	310,820	490,959	377,030	464,875	-	-	-
MAINTENANCE EXPENSES	549,072	364,735	702,807	369,242	473,478	448,819	68,000	49,369	111,576
TAXES & INSURANCE EXPENSES	32,031	57,410	77,554	57,282	44,834	58,405	-	13,427	3,985
TOTAL EXPENSES	11,949,180	12,373,839	12,990,953	5,904,567	4,932,211	5,575,828	13,496,121	12,957,693	13,817,537
NET OPERATING INCOME	(2,007,997)	(1,677,344)	(1,911,448)	913,734	404,726	840,622	(1,111,912)	1,959,763	(803,538)
NON-OPERATING EXPENSES									
TOTAL FINANCING EXPENSES	90,000	49,054	94,898	172,528	-	99,888	-	-	-
TOTAL NON-OPERATING EXPENSES	-	-	50,000	-	-	68,591	-	-	-
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	(16,169)	-	-	(7,753)	-	-	-	-
TOTAL NON-OPERATING EXPENSES	90,000	32,884	144,898	172,528	(7,753)	168,479	-	-	-
NET INCOME	(2,097,997)	(1,710,228)	(2,056,346)	741,205	412,480	672,143	(1,111,911)	1,959,763	(803,538)
HCV ADMIN FEES RESERVE							1,000,000		803,538
UNRESTRICTED NET INCOME	(2,097,996)	(1,710,228)	(2,056,346)	741,205	412,480	488,917	(111,911)		

2025 Operating Budget – 2nd Draft vs 2024

	Resident Empowerment			Homeless Initiative			Housing Management Division			Fresno Housing Authority		
	2024 Budget	2024 Projection	2025 Budget	2024 Budget	2024 Projection	2025 Budget	2024 Budget	2024 Projection	2025 Budget	2024 Budget	2024 Projection	2025 Budget
OPERATING BUDGET												
INCOME												
NET TENANT INCOME	-	-	-	-	-	-	9,271,386	9,720,994	10,171,948	10,518,204	11,153,648	11,953,597
INTEREST INCOME	-	235	15	-	-	26	-	39,609	175	228,278	193,634	195,256
OTHER INCOME	873,000	1,047,211	1,058,703	97,742	401,857	174,574	44,040	124,760	85,288	1,344,382	2,009,867	1,567,973
ADMIN & MANAGEMENT FEE INCOME	-	-	-	-	-	-	-	-	-	9,648,105	10,343,367	10,793,803
DEVELOPER FEE INCOME	-	-	-	-	-	-	-	-	-	3,506,862	2,779,417	3,229,335
HUD GRANT INCOME	-	67,797	144,396	1,155,492	1,462,647	1,815,350	3,773,168	4,207,967	4,202,220	16,779,535	20,050,287	19,175,895
OTHER GRANT INCOME	350,000	-	-	447,772	758,447	457,424	1,682,106	1,529,459	1,475,660	4,813,032	3,781,651	3,179,874
TOTAL INCOME	1,223,000	1,115,243	1,203,114	1,701,006	2,622,952	2,447,374	14,770,700	15,622,789	15,935,291	46,838,397	50,311,872	50,095,732
EXPENSES												
PAYROLL EXPENSES	951,688	840,612	1,104,638	505,799	554,648	482,048	2,681,624	2,725,155	2,900,086	22,182,280	21,456,026	22,991,911
ADMINISTRATIVE EXPENSES	216,755	150,603	191,062	510,231	342,230	537,294	2,199,573	2,256,645	2,356,917	13,621,216	13,713,831	14,662,953
TENANT SERVICES EXPENSES	23,000	6,727	20,000	899,682	1,537,281	965,481	229,005	95,696	210,521	1,932,903	1,921,639	1,318,660
UTILITY EXPENSES	-	-	-	-	-	-	2,034,866	2,186,289	2,216,024	2,790,064	2,864,879	2,991,719
MAINTENANCE EXPENSES	292,607	2,238	5,500	25	844	25	3,202,875	3,725,237	3,599,282	4,481,820	4,615,900	4,868,009
TAXES & INSURANCE EXPENSES	-	4,221	-	-	91	-	939,332	818,179	958,033	1,028,645	938,162	1,097,977
TOTAL EXPENSES	1,484,051	1,004,401	1,321,200	1,915,737	2,435,093	1,984,848	11,287,275	11,807,201	12,240,863	46,036,930	45,510,439	47,931,231
NET OPERATING INCOME	(261,051)	110,842	(118,086)	(214,731)	187,859	462,526	3,483,426	3,815,588	3,694,428	801,469	4,801,433	2,164,504
NON-OPERATING EXPENSES												
TOTAL FINANCING EXPENSES	-	-	-	-	-	-	386,232	447,854	388,680	648,760	496,908	583,466
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	-	150,303	232,741	957,450	150,302	232,740	1,076,061
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	-	-	-	-	-	-	(9,240)	-	-	(33,163)	-
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	-	536,535	671,355	1,346,130	799,062	696,485	1,659,507
NET INCOME	(261,051)	110,842	(118,086)	(214,731)	187,859	462,526	2,946,891	3,144,232	2,348,297	2,406	4,104,947	504,996
HCV ADMIN FEES RESERVE										1,000,000		803,538
UNRESTRICTED NET INCOME	(261,051)	110,842	(118,086)	(214,731)	-	-	1,992,039	1,956,695	1,746,229	47,553	769,786	60,714

Looking forward: Unrestricted Operating Reserves

Operating reserves accumulate through surplus unrestricted, operational cash flow

Unrestricted Reserves	\$ Change	Balance
2013 Financial Results	1,570,359	1,570,359
2014 Financial Results	1,368,730	2,939,089
2015 Financial Results	153,228	3,092,317
2016 Financial Results	261,439	3,353,756
2017 Financial Results	920,239	4,273,995
2018 Financial Results	1,545,106	5,819,101
2019 Financial Results	197,958	6,017,059
2020 Financial Results	1,758,190	7,775,249
2021 Financial Results	(958,498)	6,816,751
2022 Sales/ Refinancing Proceeds Transferred to HRFC	(3,052,260)	3,764,491
2022 Financial Results	418,103	4,182,594
2023 Sales Proceeds	2,032,714	6,215,308
2023 Financial Results	617,370	6,832,678
2024 Year-End Projection	769,786	7,602,464
2025 Budget - Second Draft	60,714	7,663,178
Total Unrestricted Reserves	7,663,178	



Next Steps

- November 19, 2024 - Receive feedback from the Boards on the second draft of the budget
- December 10, 2024 - Present final budget at the December board meeting

Questions or Comments?

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 11/19/2024
AGENDA ITEM: 9A
SUBJECT: Consideration of a Side Letter Agreement with SEIU Amending the Memorandum of Understanding

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 11/12/2024

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and approve amendment of the Memorandum of Understanding (MOU) between Service Employees International Union (SEIU) and the Agency through a Side Letter Agreement. The Side Letter Agreement modifies the medical benefits, vacation leave, and hours of work provisions of the MOU and increases the salary range for the Custodian position.

Recommendation

It is recommended that the Boards of Commissioners approve the attached resolutions and Side Letter Agreement to the MOU with SEIU.

Fiscal Impact

The actual cost of the medical premium cost sharing will be determined after open enrollment has been processed. It is estimated that suspension of the vacation cash out will result in an approximate savings of \$300,000 and the annual cost of the Custodian salary range adjustment is approximately \$4,200.

Background Information

The Agency provides health insurance benefits for all full and part time employees that includes medical, prescription, dental and vision coverage. The MOU with SEIU contains a provision regarding employee and employer portions of medical premiums. However, this provision is no longer applicable because CalPERS, our new provider of medical and prescription insurance effective January 2025, maintains a three-tier medical premium structure instead of our current four-tier structure. Agency staff met with SEIU representatives and reached an agreement on modification of the following terms of the MOU:

- For the 2025 plan year the employee and employer portions of the medical premiums are:

Employee Only	90% Employer, 10% Employee
Employee Plus One Dependent	80% Employer, 20% Employee

Employee Plus Two or More Dependents 70% Employer, 30% Employee

2. The Vacation Cash Out provision is suspended and vacation accrual is limited to 360 hours for calendar year 2025. Suspension of this provision allows the Agency to sustain the medical premium cost sharing change and contributes to a balanced budget for 2025.
3. The Normal Workday and Work Week section is modified to identify that part time employees work at least 20 but less than 30 hours per week subject to the needs of the part time assignment. In addition, the core work hours of 9 a.m. to 3 p.m. does not apply to the Custodian.
4. The Custodian position will be assigned to the same salary range as Maintenance Assistant.

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE SIDE LETTER AGREEMENT BETWEEN
FRESNO HOUSING AND THE SERVICE EMPLOYEES' INTERNATIONAL UNION**

WHEREAS, the Board of Commissioners approved the Memorandum of Understanding (MOU) in January 2023; and

WHEREAS, the authorized representatives for Fresno Housing and SEIU have met and conferred in good faith and reached an agreement to modify certain provisions of the MOU;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Side Letter Agreement.

PASSED AND ADOPTED THIS 19th day of November, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF FRESNO**

**RESOLUTION TO APPROVE THE SIDE LETTER AGREEMENT BETWEEN
FRESNO HOUSING AND THE SERVICE EMPLOYEES' INTERNATIONAL UNION**

WHEREAS, the Board of Commissioners approved the Memorandum of Understanding (MOU) in January 2023; and

WHEREAS, the authorized representatives for Fresno Housing and SEIU have met and conferred in good faith and reached an agreement to modify certain provisions of the MOU;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Side Letter Agreement.

PASSED AND ADOPTED THIS 19th day of November, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

Side Letter Agreement
Between
Service Employees International Union (SEIU) and Fresno Housing

Fresno Housing and SEIU representatives have met and conferred in good faith and have agreed, to the following changes to the November 1, 2022 to December 31, 2025, Memorandum of Understanding (MOU). The provisions of this side letter become effective the first pay period following approval by the Boards unless specifically identified herein.

1. The Custodian position will be assigned to the same salary range as the Maintenance Assistant.
2. Effective, January 1, 2025 and throughout the Health Insurance Plan Year, the Agency will pay 90% of employee only medical insurance premium, 80% of the employee plus one medical insurance premium and 70% of the employee plus two or more medical insurance premium for each of the CalPERS Health Plans available. Employees will pay the remaining 10% of the employee only medical insurance premium, 20% of the employee plus one premium and 30% of the employee plus two or more medical insurance premium through payroll deduction.
3. The Vacation Cash Out provision contained in Article 10.2 of the MOU is suspended in its entirety and vacation accrual is limited to 360 hours for calendar year 2025 . Employees with a vacation balance greater than 360 hours when this side letter is approved will not accrue vacation hours until their balance falls below 360.
4. Article 9.1 Normal Workday and Work Week: Full-time employees shall work a two-week, 9-day, 80-hour work schedule consisting of Monday through Thursday and every other Friday. Work hours are determined at the discretion of management.

Part time employees shall work a schedule of at least 20 but less than 30 hours per work week subject to the needs of the part time assignment. Hours and workdays (Monday through Saturday) for part time employees are determined at managements discretion. Except in the case of an emergent need the work hours will typically begin no earlier than 6:00 a.m. and end no later than 7:00 p.m.

Flexible Work Week: For the benefit of Fresno Housing or the convenience of the employees, employees or their supervisor(s), may request adjustments to the work schedules. With full-time employees it would be to establish a work day of eight hours, or longer, that start no

earlier than 6:00 a.m. and end no later than 7:00 p.m., provided the schedule adheres to the following limitations:

All full-time employees, except Custodians, must work during the core time of 9:00 a.m. to 3:30 p.m.

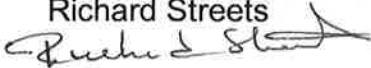
In the event of an emergency, supervisors shall reserve the right to revise an employee's work schedule. If a permanent change in employee's schedule is necessary, such change shall be subject to the meet and confer process. All work schedules must be approved by the Senior Manager or above. All flexible work weeks for full-time employees must equal 40 hours in scheduled work.

This article is not grievable under ARTICLE 13 – GRIEVANCE PROCESS.

SEIU

FRESNO HOUSING

Richard Streets



DATE: 11-4/24



Jeff Cardell

11/4/24

DATE:

Roseann Dominguez, Chapter President



DATE 11/4/2024



Side Letter Agreement with SEIU



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS



Modification of MOU and Agency Policy

- MOU Modifications
 - Medical Benefit Premiums
 - Vacation Cash Out Suspension for 2025
 - Vacation Accrual Maximum
 - Normal Workday and Work Week
 - Salary Schedule
- Time Away from Work Policy Modifications
 - Vacation Cash Out and Vacation Accrual Maximum

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 11/19/2024
AGENDA ITEM: 9B
SUBJECT: Consideration of the Time Away from Work Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 11/12/2024

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and approve the Time Away from Work Policy. The Policy is being updated to limit the amount of vacation that can be accrued by an employee to 360 hours and to remove the Cash Out provision.

Recommendation

It is recommended that the Boards of Commissioners approve the Time Away from Work policy.

Fiscal Impact

It is estimated that the vacation cash out elimination will result in an approximate savings of \$300,000 in 2025.

Background Information

For some time now the Agency has provided employees with a cash out of vacation hours that exceed 360 and the opportunity to cash out up to 80 hours of their accrued vacation balance twice a year provided they maintained a balance of 40 hours after the cash out. This provision of the Time Away from Work policy provided an incentive inconsistent with intended purpose of vacation.

The Time Away from Work Policy is being revised to eliminate the cash out provision and to clearly state that maximum vacation accrual is 360 hours. This means that an employee will not be able to accrue any vacation hours until such time their balance falls below 360.

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO**

RESOLUTION TO APPROVE THE TIME AWAY FROM WORK POLICY

WHEREAS, the Board of Commissioners approved the Time Away from Work Policy in June 2023; and

WHEREAS, the Policy is being revised to delete Vacation Cash Out provision and to limit the maximum accrual of vacation to 360 hours;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Time Away from Work Policy.

PASSED AND ADOPTED THIS 19th day of November, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF FRESNO**

RESOLUTION TO APPROVE THE TIME AWAY FROM WORK POLICY

WHEREAS, the Board of Commissioners approved the Time Away from Work Policy in June 2023; and

WHEREAS, the Policy is being revised to delete Vacation Cash Out provision and to limit the maximum accrual of vacation to 360 hours;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Time Away from Work Policy.

PASSED AND ADOPTED THIS 19th day of November, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

Time Away from Work

Introduction

Fresno Housing (“The Agency”) values the time, dedication and effort that each employee contributes to The Agency’s mission and values, and the communities we serve. In that regard, The Agency provides a comprehensive program of leave options to allow employees to effectively balance their work and personal lives.

Purpose

This policy describes paid and unpaid leave for Agency employees. Nothing in this policy affects or supersedes any federal or state law or collective bargaining agreement that may provide greater leave entitlements than those set forth in this policy. Each and every employee, officer, and commissioner is required to abide by the provisions set forth in the Time Away from Work Policy and Procedures. The Executive Director or designee is responsible for the administration, interpretation, and application of this Policy. The Boards of Commissioners are responsible for policy adoptions and revisions.

This Policy does not constitute a contractual agreement whatsoever, nor does it supersede any contractual arrangements that exist. No promise of any kind is made by The Agency in this Policy. Where the Time Away from Work Policy conflicts with a labor agreement, Memorandum of Understanding (MOU), or federal, state, or local law, the labor agreement or law shall prevail.

Policy

Designated Holidays

The dates listed below shall be considered paid holidays for all Agency employees:

New Year’s Day – January 1

Martin Luther King’s Birthday – Third Monday in January

Lincoln’s Birthday –Second Monday in February

President’s Day – Third Monday in February

Cesar Chavez Day – March 31

Memorial Day – Last Monday in May

Juneteenth-June 19

Independence Day – July 4

Labor Day – First Monday in September

Veteran’s Day – November 11

Thanksgiving Day – Fourth Thursday in November

Day after Thanksgiving – Friday after Fourth Thursday in November

Christmas Eve – one half of the scheduled workday

Christmas Day – December 25

Compensation for Holidays

Holidays that are observed on a scheduled nine- hour work day shall be credited to the employee as a nine hour holiday. Holidays that are observed on a scheduled eight hour work day shall be credited to the employee as an eight hour holiday. Part-time employees shall be credited with a pro-rated amount of holiday based on the employees’ regularly assigned hours.

An employee who has an unauthorized absence either the day before or after a holiday will not receive holiday pay. An employee who is scheduled to work on a designated holiday and who does not work that scheduled day will not receive holiday pay - except when a supervisor excuses such an absence for the employee.

In order to receive holiday pay, the employee must be on paid status the day before and the day after the holiday.

Holidays that Coincide with Certain Other Types of Absences

When a holiday falls on a Saturday following an Agency working Friday, the holiday will usually be observed on the previous Friday. When a holiday falls on a Sunday, the holiday will usually be observed on the following Monday. When the holiday falls on an Agency off-Friday or Saturday following an Agency off-Friday, eight holiday hours will be credited to the employee’s vacation leave balance.

Any holiday falling within the period of an employee’s vacation will be considered as a paid holiday and will not be deducted from the employee’s accrued vacation.

Any holiday falling within the period of an employee’s approved sick leave will be considered as a holiday and will not be deducted from the employee’s accrued sick leave.

If work is assigned or authorized on a holiday, that time worked shall be paid at the rate of one and one-half times the regular hourly rate, plus the holiday pay to which the employee is entitled.

Vacation Leave

Vacation leave is intended to provide paid time away from work to rest and relax. Accrued vacation is paid upon separation of employment as provided in the applicable collective bargaining agreement and in accordance with the law.

If the accrued vacation leave is not used by the end of a calendar year, it will be rolled over to the next calendar year.

Vacation leave may be approved and taken any time after it has accrued.

Each regular employee will be eligible to receive vacation leave, accrued on a per pay period basis, at the following rates (unless otherwise approved by the Executive Director or designee) up to the maximum of 360 hours:

Years	Full-Time Regular		Part-Time Regular
	Annual Hours	Monthly Hours	Prorated Hours based on hours worked
1-5	90 hours	7.50 hours	.043 per hour worked
5-15	130 hours	10.83 hours	.0625 per hour worked
15+	160	13.33 hours	.0769 per hour worked

Employees do not accrue vacation benefits during any period of leave of absence. For the purpose of this provision, leaves of absence may be granted for work related or non-work related reasons including but are not limited to the following: Workers’ Compensation, California Paid Family Leave, Family Medical Leave and personal leave. Vacation leave will also not accrue on unpaid leave time or on banked sick or vacation leave hours used to supplement Workers’ Compensation and/or State Disability payments.

Vacation Approval

All vacation leave shall be requested in writing, and taken at a time mutually agreeable to the employee and their supervisor. The Agency reserves the right to deny requested vacation leave when such leave would interfere with operations or could adversely impact Agency operations. The Agency urges employees to secure vacation approval in advance of desired vacation days to allow for work coverage. Where conflicts develop, preference will be given to the earliest request with the more senior employee receiving preference in the case of a tie. Every effort will be made to grant an employee’s leave request in the event of an emergency.

In the case that an employee is out sick but is out of accrued sick leave, accrued vacation time will be used to compensate the employee for the time away from work.

Sick Leave

Sick leave provides compensation to employees who are unable to work because of the employee’s illness or injury, or because of the illness or injury of their immediate family members. Sick leave shall not be used

if it has not yet been accrued. With supervisor's approval an employee may flex time within a given workday to accommodate medical and other medically related appointments that cannot be scheduled outside of work hours. Accrued sick leave may be used for healthcare appointments for the employee or their immediate family members.

An immediate family member is defined as spouse or registered domestic partner, mother, step mother, mother-in-law, father, step father, father-in-law, child, brother, sister, grandmother, grandfather, grandchild or other individual living in the immediate household.

Eligible Employees: Full-time and part-time employees are eligible to accrue sick leave.

Sick Leave Accrual: Sick leave is accrued without limitation. Full-time employees accrue 96 hours of sick leave per year. Part-time employees will accrue at a prorated rate, based on the total hours worked per week.

Sick Leave Cash-Out: Employees will be reimbursed 50% of their accrued sick leave upon retirement or death and 25% upon voluntary separation from The Agency. Upon dismissal for cause, no sick leave shall be paid and accruals are forfeited. If an employee separates employment and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days upon rehiring. Fresno Housing is not required to reinstate accrued paid time off to an employee that was paid out at the time of termination, resignation, or separation of employment.

Requesting and Reporting Sick Leave: The Agency may require a supporting statement from the employee's medical practitioner if the request for sick leave is in excess of three (3) consecutive The Agency working days. The Agency may require a supporting statement from the medical practitioner for absences of less than three working days if there is reason to suspect leave abuse. It shall be the responsibility of each employee absent from duty due to illness or injury to notify their immediate supervisor, or the supervisor's designee, on the start of the first day of absence and each subsequent day of the absence.

Sick Leave and Workers' Compensation: When an employee is awarded temporary disability benefits as the result of a work-related illness or injury, the employee may use accrued sick leave to make up the difference between the amount of the daily Workers' Compensation temporary disability benefits paid and their regular salary.

Sick Leave and State Disability Insurance (SDI): When an employee is determined eligible for SDI benefits the employee may use accrued sick leave to make up the difference between the amount of SDI benefit paid and the employee's normal salary immediately prior to the disability. In the event the employee's payments received from accrued sick leave and SDI benefits exceed the employee's normal salary, the employee may be required by the California Employment Development Department (EDD) to repay the benefit payment that was overpaid and may have their SDI benefit payments paused or revoked by the

EDD or shall reimburse The Agency for such overpayment and the employee's sick leave shall be credited with the appropriate hours.

Bereavement Leave

Consistent with the California Government Code employees, who have been employed with the Agency for at least thirty days are provided with 5 workdays of unpaid bereavement leave for the death of a qualifying family member. The leave must be taken within three months of the date of death. Agency policy provides all regular full-time and part-time employees will be allowed up to three (3) days of paid leave for the death of an immediate family member. Employees will be granted up to five (5) days of bereavement leave to attend out-of-state funeral services.

For purposes of this policy, immediate family member means: wife, husband, domestic partner, mother, step mother, mother-in-law, father, step father, father-in-law, child (including adopted, step and foster), daughter-in-law, son-in-law, brother, sister, brother in law, sister in law, grandmother, grandfather, grandchild or other individual living in the employee's immediate household. When an employee or their partner/spouse experiences a miscarriage the employee will be allowed up to three (3) days of paid leave.

If an employee needs additional time off, the employee may use vacation leave, compensatory time, or sick leave subject to supervisor approval, or unpaid personal leave subject to the approval of the Executive Director or designee. When requesting bereavement leave, employees should inform their immediate supervisor of the deceased family member and the date of death. Proof of death and/or proof of relationship may be required.

Personal Leaves of Absence

An employee who wishes to take a personal leave of absence must submit the request in writing to their Department Director or designee and Human Resources. . Personal leaves of absence for qualifying events consistent under the Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) will only be approved if an employee has exhausted FMLA/CFRA or they do not qualify for FMLA/CFRA. Once a personal leave is approved, employees will be required to use any remaining accrued vacation, sick and/or compensatory time while on leave. While on personal leave, an employee will not receive holiday pay when they are in a unpaid status the day before and the day after the holiday, nor accrue vacation and sick leave time. Vacation and sick leave will begin to accrue upon the employee's return to work. An employee granted personal leave will not be eligible for group health plan benefits except as provided in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA will be offered the 1st of the month following when an employee is no longer in a paid status. Health plan premiums while covered under COBRA will be the responsibility of the employee. Continuation of coverage will be dependent upon timely payment of premiums. In the event that an employee's personal leave time results in a reduced schedule to part-time hours, the employee will be responsible for the employee portion of any applicable part-time medical premiums, while working the modified schedule. A personal leave of absence may be

granted to employees for a period generally not to exceed one (1) year beyond the exhaustion of FMLA/CFRA-related leave for the following reasons:

1. In the event of an employee's illness or injury and the employee is not eligible for a leave of absence under FMLA or CFRA;
2. To pursue education or training which will materially benefit The Agency, as determined by the Executive Director;
3. To seek political office;
4. For other personal reasons which do not cause inconvenience to The Agency.

The Executive Director, or designee, retains sole discretion over whether a request for personal leave will be granted. A request for personal leave of absence may be denied to prevent significant hardship on Agency operations or as otherwise deemed necessary by the Executive Director. In the event an employee wishes to request an extension to a period of personal leave, any such request must be made to their Department Director and Human Resources in writing prior to the initial approved leave ending.

Military Leave

Employees shall be entitled to military leave in accordance with the California Military and Veterans Code and the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). During any period of paid military leave that may apply, an employee may use a pro-rated amount of accrued vacation leave and compensatory time to make up the difference between their usual Agency pay and the amount of their military earnings.

Return from Military Leave

Employees returning from military leave shall be reinstated in accordance with both state and federal law.

Military Spouse Leave

Qualified employees will be given up to ten (10) days leave during that time in which an employee's spouse or registered domestic partner is on leave from deployment during a period of "military conflict," as that term is defined in Military and Veterans Code section 395.10. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of twenty (20) or more hours per week and have a spouse or registered domestic partner who is serving as:

1. A member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or;

2. A member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide The Agency with a written request for such leave within two (2) business days of receiving official notice that the military spouse or registered domestic partner will be on leave from deployment. The employee must also provide written documentation to The Agency certifying that the military member will be on military leave from deployment.

Civil Air Patrol Leave

Ten days of unpaid leave per calendar year will be granted to employees who are volunteer members of the California Wing of the civilian auxiliary of the U.S. Air Force (Civil Air Patrol) responding to an emergency operation mission. Employees must have been employed for at least 90 days before commencement of the leave. Leave required for any single emergency mission cannot exceed three days, unless extended by the entity in charge of the operation and the extension is approved by The Agency.

Employees must give as much notice as possible of the intended dates of leave. The Agency may require documentation of employees' need to take the leave and may deny leave if certification is not provided.

Employees will be reinstated to the position held when leave began or an equivalent position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.

Volunteer Firefighter, Reserve Peace Officer, and Emergency Rescue Personnel Leave

Employees will be granted unpaid time off to perform emergency duties as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel are also eligible for leave of up to fourteen (14) days per calendar year for fire, law enforcement, or emergency rescue training. Exempt employees who work any portion of a workweek in which they also perform such emergency duties or training will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay.

Employees may substitute vacation pay for any unpaid portion of leave to perform such emergency duties or training.

Voting Time Off

Employees who do not have sufficient time outside of their regular working hours to vote in an election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most time for voting and the least time off work.

Court Leave

An employee requested by The Agency to testify in court shall receive their regular pay. Regular and probationary full-time employees called to jury duty service, shall be entitled to "paid" court leave and such absence shall not be taken as vacation or an unpaid leave of absence. An employee called to serve as a witness in court regarding issues unrelated to Agency business, and/or by a party other than The Agency, shall be required to use vacation or compensatory time earned or may request to take an unpaid leave of absence for such purposes.

Before court leave is granted, the employee must submit a copy of the official summons to their supervisor prior to the beginning date of such duty or service.

Domestic Abuse/Sexual Assault/Stalking Victim's Leave

The Agency will provide time off to an employee who has been the victim of domestic violence or sexual assault may take time off to seek any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child. A victim includes any of the following: (1) a victim of stalking, domestic violence, or sexual assault; (2) a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; or (3) a person whose immediate family member is deceased as the direct result of a crime.

Additionally, an employee who is a victim of crime or abuse may take time off for services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency; psychological counseling or mental health services; medical attention; or participation in safety planning programs and taking other actions to increase safety from further crime or abuse, including temporary or permanent relocation. The Agency requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within fifteen (15) days of the absence, provide The Agency with certification of the need for the leave such as a police report; court order; documentation from a healthcare provider, victims advocate or counselor; or any other form of documentation that reasonably verifies that the crime or abuse occurred. Employees may use vacation, compensatory time earned, sick leave, or may request to take an unpaid leave of absence for such purposes.

Crime Victim's Leave

The Agency will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of the victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. "Immediate family member" means spouse or registered domestic partner, child, step child, brother, step brother, sister, step sister, mother, step mother, father, step father, or any other individual who close association with the employee is the equivalent of a family relationship as described by the other categories of "immediate family member." The Agency requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of each scheduled proceeding that is provided to the victim by The Agency responsible for providing notice within a reasonable time. Employees may use vacation, compensatory time earned, sick leave, or may request to take an unpaid leave of absence for such purposes.

School Leave

Employees will be granted time off without pay for up to forty (40) hours per calendar year, but no more than nine hours in any calendar month, to formally participate in the activities of schools or licensed child daycare facilities attended by their children. Examples of such activities might include:

- Finding, enrolling or re-enrolling their child in a school or with a licensed child care provider;
- To address a child care provider or school emergency;
- To appear at school on a child's behalf with regard to school suspension for committing an obscene act, engaging in habitual profanity and vulgarity, disrupting school activities, or otherwise willfully defying the valid authority of school personnel;
- An employee volunteering in their child's classroom, or attending parent-teacher conferences.

Employees wishing to take time off under this section must provide their immediate supervisor with reasonable notice of the planned absence. If both parents of a child are employed by The Agency at the same worksite, the request for time off under this Section will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.

The Agency reserves the right to request that the employee furnish written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and at a particular time. Employees may use vacation, compensatory time earned, sick leave, or may request to take an unpaid leave of absence after providing reasonable notice provided by the employee to their immediate supervisor for such purposes.

Catastrophic Leave and Donation

If an employee is experiencing a medical event that impacts their life on a "catastrophic" level, as diagnosed by a physician, and time off balances have become depleted, they may submit a request to Human Resources for a Catastrophic Leave. Once the supporting medical documentation is received and the Catastrophic Leave request is approved, Human Resources can then reach out to Agency staff to ask for donations of sick time towards the employee's balance.

Employees may donate accumulated sick leave to another employee who personally has a catastrophic illness or injury in order to supplement that employee's sick leave time. In order to donate hours or receive hours under this section, an employee must have successfully completed their original probationary period. Donors of sick leave time must donate at least four (4) hours, but not more than forty (40) hours, of leave time. Donated leave shall not exceed twenty-five percent (25%) of the donor's accrued leave totals at the time of the donation. Donated hours will be integrated with SDI.

Leave for Organ or Bone Marrow Donation

The Agency will grant an employee the following paid leaves of absence for the purposes of organ or bone marrow donation:

1. A leave of absence up to five (5) days in any one year period for the purpose of donating the employee's bone marrow to another person.
2. A leave of absence up to thirty (30) days in any one year period for the purpose of the employee donating their organ to another person.

A leave of absence for the purpose of organ or bone marrow donation will be provided with pay. However, if an employee has accrued sick or vacation time available, the employee is required to first use up to five days of paid sick or vacation time for a bone marrow donation and up to two weeks of paid sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this section, the employee must provide written verification to Human Resources that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow. Additionally, employees must have been employed for at least 90 days immediately preceding commencement of this leave of absence and be otherwise eligible.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, or seniority. During a leave taken under this policy, The Agency will maintain and pay its portion for coverage under a group health plan, for the full duration of this leave, and in the same manner the coverage would have been maintained if the employee had been actively at work during the leave.

Leave provided under this policy may be taken in one or more periods. Also, leave taken under this policy will not run concurrently with any leave taken pursuant to FMLA or CFRA.

Performance Evaluations Upon Return From Leave

Non Pay-For-Performance employees: For leaves of less than 90 consecutive days, employees will receive their performance review on schedule if returning to work prior to their next review date, or as soon as possible after returning from leave if their review was set to occur during leave. For leaves over 90 consecutive days, Human Resources will assign a new review cycle effective date based upon the number of days the employee was on leave. Pay-For-Performance employees: evaluation dates remain the same regardless of the length of leave, and the review will be given upon the employee returning to work.

Unauthorized Leave

An employee who is absent from work without sufficient notice to The Agency for more than three (3) consecutively scheduled work days shall be considered to have voluntarily resigned.

When an employee is absent without proper authorization, appropriate deductions will be made from the employee's pay for the period of absence.